

3/31/94

From: debar@mailhost
To: mcdonald
Subject: Records & Lawsuits & Ashland

Probably on Tuesday Clare will issue or ask you to issue a new disposal suspension notice re the Belli smokers' lawsuit out of New Orleans. DO NOT FORGET ASHLAND! This suspension will refer to all electronic and paper files, all drafts, etc. Ashland will need to be notified that it includes them. They MUST NOT delete drafts, destroy back-up disks from their individual systems, or the like until further notice.

This does not mean that Ashland stuff will end up in court. Surely our attorneys will have something to say about that. But it does require that Ashland follow these same rules or we will be held in contempt of court.

Please communicate appropriately and immediately (upon talking with Clare or drafting/receiving the notice) with Ashland -- and document for your own R0070 files that you did so.

Thanks. -M.

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